



## STATE OF CALIFORNIA **DEPARTMENT OF DEVELOPMENTAL SERVICES OFFICE ASSISTANT (TYPING)** JOB OPPORTUNITY BULLETIN:

SALARY RANGE	Range A: \$2,143 - \$2,684 per month Range B: \$2,324 - \$2,911 per month
TENURE/TIME BASE	Permanent/Full Time
PROGRAM/DEPARTMENT	Various/Various
FINAL FILING DATE	Until Filled

## **DESCRIPTION OF DUTIES**:

The Sonoma Developmental Center has an opening for an Office Assistant (General). Under general supervision, incumbent provides general clerical support performing a high degree of independence, initiative and performance of duties works extended hours and various shifts and at various sites as required. The Office Assistant (General) is responsible for maintain confidentiality of sensitive information tracks and maintains program data such as clients and personnel information and report due dates, reviews written materials for accuracy and conforms to the facility secretarial manual policies, establishes and maintains office filing system. Other tasks include serve as a timekeeper for assigned staff, answers and directs phone calls, schedules meetings, keeps schedules and records for property, and work orders.

## WHO MAY APPLY \*\*\*PLEASE PROVIDE A COPY OF YOUR TYPING CERTIFICATE\*\*\*

IMPORTANT NOTE: A California Department of Human Resources-Approved Typing Certificate demonstrating the candidate's ability to type a minimum of 40-wpm within a 5-minute timed test, issued within the last 4 years, is a requirement for appointment into this classification. Approved typing certificates may be issued by universities, colleges and/or business education schools. Typing tests administered on-line, by employment agencies, and tests longer in duration than 5 minutes are NOT approved by the California Department of Human Resources and cannot be considered. Applicants must submit a photocopy of their certificates when applying for this vacancy.

Applicants must possess Civil Service Eligibility and meet the minimum qualifications of this classification to be qualified. Eligibility may consist of one of the following: list eligibility, lateral transfer or reinstatement to state service. Applicants must indicate their eligible status on the title section of the Employment Application (STD-678). For more information, please visit the California Department of Human Resources website at www.calhr.ca.gov. The STD-678 may also be obtained by visiting the Human Resources Office at Sonoma Developmental Center, other state agency human resources offices, or may be downloaded from the California Department of Human Resources website. Please mail or hand-deliver your application to the address indicated below. Applications will be reviewed and only the most qualified applicants will receive a selection interview. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening and fingerprint clearances.

Applications must be received no later than close of business of the final filing date (5:00 p.m.) unless specified. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications, applications submitted electronically, without a signature/current date, incomplete applications and resumes not accompanied by official STD-678 will not be accepted.

## PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING ADDRESS:

Sonoma Developmental Center Porter Administration Building (PAB) Human Resources Examination Unit - Room 124 P.O. Box 1493 / 15000 Arnold Drive Eldridge, CA 95431

(707) 938-6705 Contact Cari Paganini for questions specific to duties of the position only. Eligibility will be determined by the selection analyst in the Human Resources Department.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.